



## COUNTY OF LOS ANGELES

### FIRE DEPARTMENT

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P. MICHAEL FREEMAN  
FIRE CHIEF  
FORESTER & FIRE WARDEN

July 13, 2010

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**FEASIBILITY STUDY GUIDELINES FOR FIRE PROTECTION AND RELATED SERVICES BY THE  
CONSOLIDATED FIRE PROTECTION DISTRICT  
(ALL DISTRICTS) (3 VOTES)**

**SUBJECT**

Approval of the Consolidated Fire Protection District (Fire District) Feasibility Study Guidelines to be used when a request fire protection and related services is submitted to the Fire District by any independent city, within and outside, of the County of Los Angeles.

**IT IS RECOMMENDED THAT YOUR BOARD ACTING AS THE GOVERNING BODY OF THE  
CONSOLIDATED FIRE PROTECTION DISTRICT**

Approve and authorize the Fire District to use the attached Feasibility Study Guidelines (Attachment I) when an independent city requests fire protection and related services.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

On December 1, 2009, the Board directed the Chief Executive Officer and the Fire Chief to develop guidelines, for the Board's approval, when a request for a feasibility study for the provision of fire services is submitted by any independent city, within and outside, of the County of Los Angeles. The Board further directed that the Fire District's guidelines include but not be limited to the following: benefits to Los Angeles County residents; benefit to the Fire District; an evaluation of the increased exposure to liability, geographic proximity to the County of Los Angeles; an evaluation of the municipalities solvency to be able to maintain their financial obligation to the Fire District; and a justification in the Board letter for providing the feasibility study. The Fire District has changed its

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

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*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

existing process for handling such requests in order to comply with the Board's directive.

Existing Process:

Currently, a city interested in contracting with the Fire District for fire protection and related services submits a request for a proposal for services to the Fire District. The Fire Chief notifies the Board of the request and asks the Board for authorization to complete a proposal. The Fire District then prepares a Report of Fire Protection, Paramedic, and Incidental Services that evaluates the current fire protection and paramedic services of the city and proposes a service level and resultant costs to be provided to the city by the Fire District. If approved by the Board, the report is provided to the requesting city. This report functions as the proposal for services for the city and provides a basis for negotiations if the city desires to pursue contracting with the Fire District. Any negotiated agreement for services is ultimately submitted to the Board for approval.

Proposed Process:

The process will be modified so that the Fire District can provide the Board the required findings and evaluations, as summarized below:

- Upon majority vote of the city council, city initiates process by completing a Fire District questionnaire. Requesting city must have a common boundary with the Fire District. Non-contiguous city contracts will not be considered.
- Fire District will notify Board via a memorandum of a city's interest in obtaining fire protection and/or related emergency services.
- If the completed questionnaire meets Fire District's requirements, Fire District will prepare a Feasibility Study for the Board that: (1) provides preliminary recommendations for proposed staffing levels; (2) determines the benefits to the County and District residents; (3) evaluates the city's financial solvency in consultation with the Auditor-Controller; and (4) evaluates County's risks, exposures and costs in consultation with County Counsel and the CEO.
- Based upon the Feasibility Study findings, the Fire District will either decline the provision of services to the city and notify the city manager or submit the Feasibility Study to the Board with recommendations and justification to proceed with contract negotiations.
- The Board will consider the findings in the Feasibility Study and either authorize the Fire Chief to negotiate a service agreement or decline the city's request for services.
- If the Board authorizes the Fire Chief to proceed and the City Council also desires to enter into negotiations based upon the Feasibility Study findings, the Fire District will perform an in-depth survey of the city's facilities and equipment. The City will be required to enter into an agreement to reimburse the Fire District its costs for this survey.
- While completing the above survey, the Fire District will also forward a proposed service agreement to County Counsel, Auditor-Controller, CEO Risk Management, CEO Employee Relations, and CEO Classification/Compensation Divisions for review prior to concluding negotiations with the city.
- If negotiations are successful and the City approves the proposed service agreement, the Fire Chief will return to the Board with a request to begin LAFCO proceedings based upon the terms of

the negotiated service agreement.

- If the Board authorizes LAFCO proceedings, then upon the successful conclusion of the LAFCO proceedings, the Board would approve the negotiated service agreement approved by the City Council.

#### Criteria for Approval of a Feasibility Study:

Any request for approval of a Feasibility Study from the Fire District by an independent city shall meet the following requirements:

- 1) The city requesting the Feasibility Study, whether located within Los Angeles County or in an adjacent County, must be contiguous to existing Fire District jurisdictional boundaries; and
- 2) The Fire District Fire Chief determines that the existing resources within the requesting city could provide a benefit to Los Angeles County residents and to the Fire District by improving service levels to surrounding Fire District areas based on the location of such resources should the city contract with the Fire District for service.

If the above two (2) criteria are met, the feasibility study undertaken by the Fire District shall include:

- 1) An evaluation of any increased exposure to liability by the Fire District and/or the County of Los Angeles from the provision of service to the city by the Fire District; and
- 2) An evaluation of the financial solvency of the requesting municipality providing sufficient evidence of the city's ability to maintain its financial obligation to the Fire District in the event that the city opts to contract with the Fire District for services in the future.

#### **Implementation of Strategic Plan Goals**

The implementation of these guidelines supports the County's Strategic Plan, Goal 3, Organizational Effectiveness by identifying the benefits to the Fire District and County Goal 4, Fiscal Responsibility by ensuring that the Fire District and the County are not subject to increased liability or costs as a result of providing services to the requesting municipality.

#### **FISCAL IMPACT/FINANCING**

There is no impact to net County cost.

#### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The preparation of a Feasibility Study is not binding on either the requesting city or the Fire District and therefore, does not obligate the Fire District to provide service to the requesting agency. It merely sets the parameters for negotiation of a service level should the city opt to enter into negotiations for Fire District services.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

There is no impact on any current services or projects.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "P. Michael Freeman". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

P. MICHAEL FREEMAN  
FIRE CHIEF, FORESTER & FIRE WARDEN

PMF:da

Enclosures

c: Chief Executive Officer  
County Counsel  
Executive Officer, Board of Supervisors  
Auditor-Controller



<b>FEASIBILITY STUDY:</b>		
Step 4	Board	<p>Based upon findings and justification submitted by Fire Chief, consider findings in the Feasibility Study.</p> <p>If approved, authorize the Fire Chief to enter into negotiations for provision of service and authorize the Fire Chief to enter into an agreement with the city to reimburse the Fire District for costs associated with an evaluation of the city's facilities, equipment, and vehicles, and any extenuating negotiation costs (Survey Reimbursement Agreement).</p>
Step 5	Fire Chief	Submit approved Feasibility Study to the city. Provide Survey Reimbursement Agreement for city approval.
Step 6	City Council	Evaluate Feasibility Study and determine if it desires to proceed with Fire District services. If so, approve Survey Reimbursement Agreement to reimburse the Fire District its cost to evaluate city's facilities, equipment and vehicles to determine potential conversion costs to Fire District operation.
<b>NEGOTIATIONS:</b>		
Step 7	Fire Chief	<p>Upon receipt of approved Survey Reimbursement Agreement from City, evaluate city facilities, equipment, and vehicles, and identify any other costs that the city would incur if services were to be contracted to Fire District. Negotiate a definitive level of staffing/equipment in the city and all other pertinent contract provisions.</p> <p>Forward service agreement to County Counsel, Auditor-Controller, CEO Risk Management, CEO Employee Relations, and CEO Classification/Compensation Divisions for review prior to concluding negotiations with the city.</p>
Step 8	City Council	Upon conclusion of negotiations, either decline District services, or approve negotiated Agreement for Services.
Step 9	Fire Chief	<p><u>Cities within Los Angeles County:</u> Submit request to the Board for approval of a Resolution Making Application to LAFCO for the Annexation of the city to the District.</p> <p><u>Cities outside Los Angeles County:</u> Submit negotiated Agreement for Services to Board after city approval.</p>

Step 10	Board	<p><u>Cities within Los Angeles County:</u> Either approve or deny District's request. If approved, resolution is submitted to LAFCO, and upon successful conclusion of LAFCO's public hearing, approves the Agreement.</p> <p><u>Cities outside Los Angeles County:</u> Consider Agreement for Services, either approve or disapprove.</p>
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